SHIRE OF HARVEY

Agenda Briefing Session
Agenda

Harvey Council Chamber
Tuesday, 21 January 2025
5PM

Shire of Harvey
Agenda Briefing Session

Dear Councillor,

Notice is hereby given that the next meeting of the Harvey Shire Council will be held in the Harvey Council Chamber, Young Street, Harvey, on Tuesday, 21 January 2025 commencing at 5pm.

The business to be transacted is shown in the Agenda hereunder.
Yours faithfully,

Annie Riordan
Chief Executive Officer

17 January 2025.

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1. Official Opening

Disclaimer

Agenda Briefing Sessions are used to inform Councillors on the items of business to be presented and discussed at the forthcoming Ordinary Council meeting.

These meetings are open to members of the public who may request to present a deputation to Council relating to an item on the Agenda.

No decisions are made at these meetings, although Councillors can request additional information or alternative wording be provided, to allow for motions to be prepared for consideration at the forthcoming Ordinary Council meeting.

Any statement regarding any planning or development application made during an Agenda Briefing Session, is not to be taken as notice of approval. Anyone who has an application lodged with the Shire must obtain, and should only rely on, written confirmation of the outcome of the application and any conditions attached to the decision made by Council.

An audio and visual record will be made, by means of livestreaming, of these proceedings and uploaded to the Shire's YouTube page for viewing.

Acknowledgement of Country

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders and Emerging Elders both past and present.

2. Record of Apologies and Leave of Absence

3. Declarations of Members' and Officers' Personal Interest

4. Deputations

5. Officer's Reports

5.1. Chief Executive Officer

Item No.:	**5.1.1.**
Subject:	**Lease – Harvey Men's Shed Inc.**
Proponent:	**Shire of Harvey**
Location:	**Part of Lots 2 and 3 on Plan 884 and being part of the land comprised on Certificate of Title Volume 1950 Folio 424, Harvey**
Reporting Officer:	**Contract Adminstration Officer**
Authorising Officer:	**Chief Executive Officer**
File No.:	**C/Z/036**
Attachments:	1. Letter of Support - Harvey Italian Club Inc. [**5.1.1.1** - 1 page] 2. Draft Harvey Men's Shed - Lease Agreement [**5.1.1.2** - 43 pages] 3. Draft Sub-Lease Agreement [**5.1.1.3** - 21 pages] 4. Draft Surrender of Lease - Harvey Italian Club [**5.1.1.4** - 8 pages]

Summary

At the Ordinary Council Meeting held Tuesday, 23 August 2024, Council resolved to support the use of a portion of Lot 2 and 3 Young Street, Harvey, by the Harvey Men's Shed Inc. Additionally, the resolution required engagement with other user groups within the immediate locality and a need to bring a further report to Council regarding potential modifications required to the current lease agreements.

With the support of the Chief Executive Officer (CEO), the Harvey Men's Shed Inc. approached the Harvey Italian Club Inc. regarding the possibility of collocating at the current Italian Club facility whilst the Harvey Men's Shed Inc. seeks funding to construct a larger community facility. Should this occur, the current Italian Club facility would be demolished, and both organisations would collocate in a new community facility. In October 2024, the Harvey Italian Club Inc. provided a letter of support (***Attachment 1***), unanimously and wholeheartedly supporting the proposal. It is therefore requested that Council resolves to include the Harvey Italian Club Inc. within this proposal.

Officers have met with both the Harvey Men's Shed Inc. and the Harvey Italian Club Inc. to provide guidance around the process.

Council is requested to consider a new Lease for the premises to the Harvey Men's Shed Inc. (***Attachment 2***) and to authorise the CEO to execute the Lease.

Council is also requested to consider a Sub-Lease Agreement between the Harvey Men's Shed Inc. and the Harvey Italian Club Inc. (***Attachment 3***) and to authorise the CEO to execute the Sub-Lease.

Council is further requested to consider the Surrender of Lease for the Harvey Italian Club Inc. (***Attachment 4***) and to authorise the CEO to execute the Surrender of Lease.

Background

Part of Lots 2 (98) and 3 (96) Young Street, Harvey on Plan 884 and being part of the land comprised in Certificate of Title Volume 1950 Folio 424 are freehold lots owned by the Shire of Harvey (the Shire). The Harvey Italian Club Inc. premises is located across the boundary of these two lots.

At the Ordinary Council Meeting held Tuesday, 22 November 2022, it was resolved:

"That Council:

1. *Supports the potential use of Lot 8 Wright Street, Harvey by Harvey Men's Shed Inc.*

2. *Requests Harvey Men's Shed Inc. to prepare and submit a business case for Council's consideration in support of its proposal.*

3. *Authorises the Chief Executive Officer to engage with South West Community Care to consider if co-location with Harvey Men's Shed is a viable option."*

At the Ordinary Council meeting held Tuesday, 27 August 2024, it was resolved:

"That Council:

1. *Receives the Business Case from Harvey Men's Shed Inc. in support of the need for a Men's Shed facility within the Harvey townsite.*

2. *Requests the Chief Executive Officer to advise the Harvey Men's Shed Inc that is does not support the use of Lot 8 Wright Street for the development of a Men's Shed facility.*

3. *Requests the Chief Executive Officer to advise the Harvey Men's Shed Inc. that portions of Lots 2 and 3 Young Street, Harvey (refer Attachment 3) may be considered as a preferred alternative subject to favourable engagement with existing user groups within the immediate locality.*

4. *Authorises the Chief Executive Officer to engage with the current user groups of Lots 2 and 3 Young Street, Harvey and the Harvey Men's Shed Inc. with a view to developing a complimentary precinct with regards to building design and management.*

5. *Requests a further report be brought to Council associated with the potential modifications to current lease agreements and the preparation of a Draft Lease for the use of part Lots 2 and 3 Young Street by Harvey Men's Shed Inc.*

6. *Following support for a Draft Lease for the use of part Lots 2 and 3 Young Street by Harvey Men's Shed Inc., requests the Chief Executive Officer to invite Harvey Men's Shed Inc to resubmit a grant application to assist with the preparation of detail designs."*

Feature Survey

On Wednesday, 18 December 2024, surveyors were appointed by the Shire to undertake a feature survey of Lots 2 and 3 Young Street, Harvey that included the land originally supported by Council at the August 2024 Ordinary Council Meeting.

This survey will assist in spatially defining the final lease boundary, the design of the proposed premises and the provision of utilities.

Harvey Italian Club Inc.

On 1 March 2002, Council entered into a lease agreement with the newly formed Harvey Italian Club Inc. to lease the building located on the old netball site adjacent to the tennis courts, known as Lots 2 and 3 Young Street, Harvey.

For the past 22 years, the Harvey Italian Club Inc. has fostered Italian culture and spirit within the community. The leased premises lends itself as a meeting place for the Italian community to come together and promote social connectedness amongst members.

During this time, the Harvey Italian Club Inc. has maintained the premises to a high standard. Officers visited the premises on Wednesday, 8 January 2025 and found it to be in a tidy and clean condition.

The current Lease Agreement with Harvey Italian Club Inc. is due to expire on Friday, 28 February 2028.

Harvey Men's Shed Inc.

The community Men's Shed program provided by South West Community Care at the former Harvey Agricultural School ceased in 2022. This resulted in the formation and incorporation of the Harvey Men's Shed Inc. in May 2022 which has been without a permanent premises to operate from.

In an effort to continue to provide a hub for men within the community, the Harvey Men's Shed Inc. signed a Memorandum of Understanding (MoU) in March 2023 with the Harvey Italian Club Inc. to hold casual social meetings at their premises. In July 2023 the Harvey Rotary Club Inc. and Harvey Men's Shed Inc. signed a MoU for the use of the Harvey Rotary Club Inc. shed as a temporary location to operate from.

However, the Harvey Men's Shed Inc. requires greater security of tenure to allow longer term forward planning, particularly when seeking grant funding. Thus, Council resolved at the Ordinary Council Meeting on Tuesday, 27 August 2024 that portions of Lots 2 and 3 Young Street, Harvey be considered as a preferred location to construct a purpose-built premises for the Harvey Men's Shed Inc.

As an existing user group occupying parts of Lots 2 and 3 Young Street, Harvey, both the Harvey Men's Shed Inc. and Shire Officers consulted with the Harvey Italian Club Inc.

On Thursday, 3 October 2024, the Harvey Italian Club Inc. advised the Harvey Men's Shed Inc. in writing that they unanimously and wholeheartedly voted in support of the two groups collocating. Should the Harvey Men's Shed Inc. gain approval and funding to develop a complementary precinct, the Harvey Italian Club Inc. understands its current premises will be demolished. If pertinent, the Harvey Men's Shed Inc. will consult with the Harvey Italian Club Inc. as part of the design and planning process.

Harvey Tennis Club Inc.

Lot 2 Young Street, Harvey also contains five tennis courts and a clubroom. There is no active tenure in place for the complex, and this will be pursued independent to the colocation of the Harvey Italian Club Inc. and Harvey Men's Shed Inc.

The proposed colocation will not impact the existing five blue surfaced tennis courts or clubroom.

Minister for Education

On 1 January 2019, the Shire and Minister for Education entered into a 10-year Sub-Lease Agreement for the shared use of the carpark at Lot 3 Young Street, Harvey. This Agreement allows for priority use of the carpark by the Minister between the hours of 8.00am and 4.00pm on all school days.

The existing carparking area is not proposed to be within the new lease boundary and the management/use of parking bays will need to be considered as part of the design and approval process of the new premises.

Comment

Shire Officers are not aware of any issues between the Harvey Italian Club Inc. and the Harvey Men's Shed Inc. that may affect a working relationship and are supportive of the colocation.

To assist the Harvey Men's Shed Inc. with funding applications to progress the design and construction of the proposed premises, a lease agreement with the Shire is required.

To this effect, Council is requested to consider a new Lease Agreement (***Attachment 2***) for the premises with Harvey Men's Shed Inc. for the term of five years commencing Saturday, 1 February 2025 and expiring on Thursday, 31 January 2030, with the extension option of one further term of five years from Friday, 1 February 2030 to Wednesday, 31 January 2035.

The Lease Agreement will allow for a sub-lease to Harvey Italian Club Inc. to use the premises as their cultural centre.

The Harvey Men's Shed Inc. must submit an Application for Development Approval to the Shire no later than two years from the Lease commencement date. The Shire reserves the right to terminate the Lease or implement an Exchange of Letter subject to the status of the Development Application.

The new Lease has been drafted in accordance with the Community Lease Policy.

Should the new Lease be issued to Harvey Men's Shed Inc., Shire Officers will complete a Sub-Lease Agreement on behalf of the Harvey Men's Shed Inc. and the Harvey Italian Club Inc. (***Attachment 3***), and a Surrender of Lease (***Attachment 4***) for the Harvey Italian Club Inc.

Statutory/Policy Environment

Local Government Act 1995

- Section 3.58 – refers to the disposal of property, including leasing.

Local Government (Functions and General) Regulations 1996

- Clause 30(2)(b) – refers to the property disposals that are exempt from Section 3.58 of the *Local Government Act 1995*.

Council Policy 1.1.13 – Community Lease Policy

- This Policy provides an outline of standard lease provisions and guiding principles for the lease of Reserves or facilities vested in the Shire to bodies exempt from the requirement of Section 3.58 of the *Local Government Act 1995*.

Council Policy 1.1.2 – Common Seal

- This Policy provides for the execution of legal documents that require the affixing of the Shire Common Seal.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is currently undertaking Local Government Reform to ensure good record keeping and public visibility within local governments. As part of the reform, it is intended that leases will be provided to the public in the form of an online register.

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 2:	*A safe, accessible and connected community where everyone has the opportunity to contribute and belong.*
Objective 2.1	*To support people through all stages of life.*

Objective 2.2	*Create a community where people are safe.*
Objective 2.3	*Active and resilient community groups and volunteers.*
Goal 5:	*A representative leadership that is future thinking, transparent and accountable.*
Objective 5.1	*Effective communication and engagement with the community.*
Objective 5.4	*Sound governance, including financial, asset and risk management.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

The Lease Agreement is presented to Council as part of a Council Meeting Agenda Item, with the report and attachments being public documents that are published to the website for viewing.

Promise to the Community

Inform: We will keep you informed.

Once the lease agreement is adopted by Council the Minutes confirming the adoption is published to the website for viewing.

Risk Management

The Risk Theme Profile identified as part of this report is **Business and Community Disruption**. The consequences identified are ***Reputational*** and ***Property***. The risks are mitigated by having a lease agreement drafted in alignment with the Shire of Harvey Policy 1.1.13 – Community Lease Policy, consultation with relevant stakeholders and an independent inspection of the premises being completed. The Risk Consequence rating associated with this matter is ***Moderate*** and the Likelihood is ***Unlikely***, resulting in a ***Moderate*** risk being present.

Budget Implications

The fair value of the Harvey Italian Club facility at last valuation on Tuesday, 30 June 2020 was $146,833, with a replacement cost of $311,600. Maintenance costs of $17,848 have been expended since 2021–2022.

The Lease will provide rental income of one dollar, with the ongoing management of the Lease incorporated within existing financial and human resources.

The feature survey of Lots 2 and 3 Young Street, Harvey has cost the Shire $2,050.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority.

Officer's Recommendation

That Council:

1. Supports the colocation of the Harvey Men's Shed Inc. and Harvey Italian Club Inc. within the same premises to be located within the proposed lease area located at Lots 2 (98) and 3 (96) Young Street, Harvey.

2. Approves the granting of a new lease agreement to Harvey Men's Shed Inc. for the management of the premises located at Lots 2 (98) and 3 (96) Young Street, Harvey, being part of Lot 2 and Lot 3 on Plan 884 and being part of the land comprised in Certificate of Title Volume 1950 Folio 424 for a period of five years, commencing Saturday, 1 February 2025 and expiring Thursday, 31 January 2030 with the option to extend for one further term of five years as per ***Attachment 2***.

3. Authorises the Chief Executive Officer to complete an inspection of the premises located at Lots 2 and 3 Young Street, Harvey prior to execution of the Lease.

4. Authorises the Chief Executive Officer to negotiate minor Lease terms consistent with Community Lease Policy – 1.1.13 including Appendix 1 in ***Attachment 2***.

5. Authorises the Chief Executive Officer and Shire President to execute the Lease Agreement and to sign and affix the common seal.

6. Authorises the Chief Executive Officer and Shire President to execute the Sub-Lease Agreement between Harvey Men's Shed Inc. and Harvey Italian Club Inc. and to sign and affix the common seal.

7. Authorises the Chief Executive Officer and Shire President to execute the Surrender of Lease by Harvey Italian Club Inc. and to sign and affix the common seal.

8. Supports the demolition of the existing Harvey Italian Club Inc. premises on Young Street, Harvey.

Item No.:	**5.1.2.**
Subject:	**Council Action Register January – December 2024**
Proponent:	**Shire of Harvey**
Location:	**Shire of Harvey**
Reporting Officer:	**Senior Governance Compliance Officer**
Authorising Officer:	**Chief Executive Officer**
File No.:	**CC/C/0126**
Attachments:	1. Action Register January - December 2024 [**5.1.2.1** - 24 pages] 2. Action Register Prior 2024 [**5.1.2.2** - 10 pages]

Summary

This report provides the action status of Council resolutions for the period January – December 2024 and allows Elected Members to track the progress of those items. Following a previous report provided to Council with comments on the progress of actions until June 2024, this report provides an update on all actions for the 2024 period.

Background

Council is required to responsibly govern the local government's affairs under the *Local Government Act 1995* and does so by making well informed and considered decisions at Ordinary Council Meetings and any Special Council Meetings that are held.

As actions occur, updates on the progress of Council decisions are made to the Council Decision Action Register and then tabled at Council on a regular basis. In total there were 201 Council Decisions requiring action in the 2024 calendar year (***Attachment 1***). Included separately are Council Actions from resolutions in previous years which have not yet been reported as complete or are still ongoing (***Attachment 2***).

Comment

A Council Decision Action Register has been developed to ensure that Council resolutions are implemented in a timely manner. The action status against resolutions and recommendations are updated regularly by Officers so that progress can be tracked and reported back to Council during the year if necessary. It is recommended that Council reviews the Action Register and considers any further Council resolution which may direct the Administration in the delivery of and prioritisation of previous resolutions.

A snapshot of the progress of previous Council resolutions is highlighted in the below table:

Council Resolutions	Number of Items	Action Status
Council Action Register 2024	**201**	**162** completed **39** in progress
Outstanding Actions Prior 2024	**55**	**24** completed **28** in progress **3** on hold

Statutory/Policy Environment

Local Government Act 1995

- Section 5.20 – Decisions of councils and committees

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 5:	*A representative leadership that is future thinking, transparent and accountable.*
Objective 5.1	*Effective communication and engagement with the community.*
Objective 5.3	*Accountable leadership supported by a professional and skilled administration.*
Objective 5.5	*Integrated strategic planning and reporting to drive continuous improvement.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

This report is included in the Agenda Briefing Session and Ordinary Council Meeting documents which are uploaded to the Shire's website for public viewing.

Promise to the Community

Inform: We will keep you informed.

The Council resolution will be included in the Ordinary Council Meeting Minutes, which are uploaded to the Shire's website for public viewing.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information.** The Consequence could be ***Compliance*** if due process is not followed in terms of the *Local Government Act 1995.* The Risk Consequence is considered to be ***Minor*** and the likelihood ***Unlikely*** resulting in a ***Low*** risk being present.

Budget Implications

Nil.

Authority/Discretion

Information Purposes: Includes items provided to Council for information purposes only, that do not require a decision of Council (I.e. - for 'noting').

Voting Requirements

Simple Majority

Officer's Recommendation

That Council notes the resolutions and actions of its Ordinary and Special Council Meetings as at Tuesday, 31 December 2024, as outlined in ***Attachment 1*** and ***Attachment 2.***

Item No.	**5.1.3.**
Subject:	**Corporate Business Plan 2024–2025 – Quarterly Report, Quarter Two**
Proponent:	**Shire of Harvey**
Location:	**Shire of Harvey**
Reporting Officer:	**Council Planning and Reporting Officer**
Authorising Officer:	**Chief Executive Officer**
File No.:	**F/08/00058**
Attachments:	1. Quarterly Report – Quarter 2, 2024–2025 [**5.1.3.1** - 70 pages]

Summary

The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued by the Department of Local Government, Sport and Cultural Industries (DLGSC) states that it is best practice for local governments to report quarterly progress against the Corporate Business Plan to Council. This Quarterly Report captures the period of Tuesday, 1 October 2024 to Tuesday, 31 December 2024 (Quarter Two).

The Quarterly Report, Quarter Two 2024–2025 (refer ***Attachment 1***) is presented to Council to be received.

Background

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to have a plan for the future of the district, and under the Local Government (Administration) Regulations 1996, all local governments are required to have adopted two key documents – a Strategic Community Plan and a Corporate Business Plan. These documents are supported by informing strategies. Together these documents drive the development of the local government's Annual Budget.

The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued by the DLGSC, which guide the Strategic Community Plan and Corporate Business Plan process, require that regular monitoring and reporting of these plans are undertaken. Quarterly updates form part of this key reporting process.

The Corporate Business Plan 2024–2028 sets out the projects and services the Shire of Harvey (the Shire) aims to deliver over the next four years to work towards achieving the goals identified in the Strategic Community Plan. The Corporate Business Plan is a key business planning tool for the Shire and acts as the intermediary document between the Strategic Community Plan and Annual Budget. It is reviewed and updated every year, with progress and achievements reported on in the Annual Report.

The Corporate Business Plan 2024–2028 was adopted by Council on Tuesday, 23 July 2024.

Comment

The Quarterly Report is designed to provide information on the progress and milestones of key projects in the Corporate Business Plan 2024–2028.

The projects in the Quarterly Report, Quarter Two 2024–2025 are presented with a commentary on the timeline for completion of the project, progress of the project and updates of specific actions relating to the project.

The targets for the corporate performance indicators are, unless stated otherwise, the annual targets from the Corporate Business Plan. These are part of the review process and are adjusted if targets that provide better clarity are identified.

Quarter Two Summary

Of the 152 projects reported against:

- 5% are 'Completed'.
- 76% are 'In Progress'.
- 1% are 'Behind Schedule'.
- 5% are 'On Hold'.
- 6% are 'Future Year'.
- 7% are 'Not Commenced'.

Projects reported as 'Behind Schedule', 'On Hold' or 'Not Commenced' will be monitored and required consideration of changes will be addressed through the budget development and review process, as well as Corporate Business Plan review process. Amendments will be made where necessary.

Progress status	Description	Number	Percentage
Completed	The project or action has been completed.	8	5%
In Progress	The project or action has started and is in progress.	116	76%
Behind Schedule	The project or action has started, but work is behind schedule.	1	1%
On Hold	The project or action has started, but work has stalled and has been put on hold.	7	5%
Future Year	The project or action is not due to start until a future financial year.	9	6%
Not Commenced	The project or action has not yet started but is still expected to start in the current financial year.	11	7%
TOTAL		**152**	**100%**

Details of all 152 projects are outlined in the Quarterly Report, Quarter Two 2024–2025 (refer ***Attachment 1***).

Statutory/Policy Environment

Local Government Act 1995

- Section 5.56 – Plan for the future.

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 5:	*A representative leadership that is future thinking, transparent and accountable.*
Objective 5.5	*Integrated strategic planning and reporting to drive continuous improvement.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

No stakeholder feedback is required for the Quarterly Report, however the projects detailed in this report were included in the Corporate Business Plan after extensive community consultation as part of the creation of the Strategic Community Plan.

Promise to the Community

Inform: We will keep you informed.

The Quarterly Report, Quarter Two 2024–2025 will be available on the Shire's website.

Risk Management

The Risk Theme Profile identified as part of this report is **Failure to Fulfill Compliance Requirements**. The Consequence could be ***Compliance*** if the requirements of the *Local Government Act 1995* and Local Government (Administration) Regulations 1996 are not met in terms of the Shire having a plan for the future of the district. Another potential Consequence could be ***Reputational*** if the public perceives that the Shire does not have adequate business planning tools in place to manage finances and resources in a transparent and accountable manner. The Measure of Consequence is ***Minor*** and the Likelihood is ***Unlikely*** giving an overall Risk Rating of ***Low***. Both risks will be mitigated through adherence to the Integrated Planning and Reporting framework.

Budget Implications

The cost of the projects and actions contained within the Quarterly Report, Quarter Two 2024–2025 are as per the Annual Budget and Forward Capital Works Program.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council receives the Corporate Business Plan Quarterly Report, Quarter Two 2024–2025 as included as ***Attachment 1***.

Item No.:	**5.1.4.**
Subject:	**Diploma of Local Government by Councillor Wendy Dickinson**
Proponent:	**Shire of Harvey**
Location:	**Shire of Harvey**
Reporting Officer:	**Governance Support Officer**
Authorising Officer:	**Chief Executive Officer**
File No.:	**F/08/00038**
Attachments:	Nil

Summary

On Tuesday, 7 January 2025, Councillor Wendy Dickinson requested to be enrolled in the Diploma of Local Government (the Diploma) provided by the Western Australian Local Government Association (WALGA). The Diploma provides Elected Members the opportunity to expand their skills and knowledge by developing a deeper understanding of legislative and regulatory requirements and how they apply to the roles and responsibilities of an Elected Member. The Diploma is nationally recognised within the Australian Qualification Framework (AQF) and consists of 10 units of competency.

Background

Shire of Harvey (the Shire) Policy 1.2.7 – Council Member Training and Professional Development specifies that:

> *"In addition to mandatory training, Council Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required. When determining their professional development activities, Council Members should consider the current or future strategic direction and activities of the Shire and its priorities and the skills that will be needed to assist with decision making."*

The Diploma of Local Government – Elected Member program is the highest level of qualification that an Elected Member can obtain through WALGA Training. The Diploma program enables Elected Members to increase their competency in order to be a strong leader for their local community and to confidently contribute to informed decision making. It also expands on generic skills including critical thinking, communication, problem solving, teamwork and research skills.

The Diploma explores a wide range of topics such as financial reports and budgets, dealing with conflict, community leadership and advocacy, strategic decision making, policy development, asset management and understanding land use and local planning schemes. The Diploma qualification has been developed according to the requirements of the Local Government Training Package and has been approved for delivery by the Training Accreditation Council (TAC). Each participant is provided with an individualised Training and Assessment Plan outlining all training and assessments requirements for each Unit of Competency.

Interested participants must be a current or aspiring Elected Member for a Local Government in Western Australia and must have completed the Council Member Essentials Training.

Comment

WALGA has advertised two Diploma courses for 2025:

1. Course One commencing Monday, 10 March 2025 with registrations closing on Friday, 21 February 2025, or

2. Course Two commencing Monday, 8 September 2025 with registrations closing on Monday, 22 August 2025.

WALGA has recommended commencing the enrolment process in early 2025 to secure a place.

Councillor Dickinson has previously completed the Council Member Essentials course which will be recognised as prior learning by WALGA.

In order to complete the Diploma, Councillor Dickinson will need to complete the following units of competency:

- BSBPEF502 – Develop and use emotional intelligence
- LGACOR010 – Oversee asset management strategy
- LGACOR011 – Analyse financial reports and budgets
- LGAMEM001 – Meet elected member responsibilities
- LGAMEM002 – Perform elected member functions
- LGAMEM003 – Contribute to high-level strategic decision-making
- LGAPLA003 – Assess development applications and implement planning scheme
- PSPGEN032 – Deal with conflict
- PSPGEN075 – Build and maintain community relationships
- PSPPCY001 – Contribute to policy development

The ordinary completion of this Diploma is 12 months; however, participants can opt to extend this duration to 18 months or fast track the course to complete earlier. Councillor Dickinson's term on Council expires in October 2025, however even if unsuccessful at the 2025 Local Government Election, WALGA has advised that she could continue to complete the Diploma. Council may wish to consider whether there are any conditions placed on the completion of the Diploma relevant to the outcome of the 2025 Local Government Election.

On successful completion of the course, participants are issued with an AQF Qualification LGA50220 Diploma of Local Government – Elected Member.

Statutory/Policy Environment

Local Government Act 1995

- Section 5.128 – Policy for continuing professional development

Policy 1.2.7 – Council Member Training and Professional Development

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 5:	*A representative leadership that is future thinking, transparent and accountable.*
Objective 5.5	*Integrated strategic planning and reporting to drive continuous improvement.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

This report is included in the Agenda Briefing Session and Ordinary Council Meeting documents, which are uploaded to the Shire's website for public viewing.

Promise to the Community

Inform: We will keep you informed.

The Council resolution will be included in the Ordinary Council Meeting Minutes, which are uploaded to the Shire's website for public viewing.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be ***Compliance*** or ***Financial*** if the Diploma is not completed, or if Councillor Dickinson is not re-elected at the October 2025 election. The Measure of Consequence is considered ***Minor*** and the Likelihood ***Unlikely***. The risk is mitigated by the Administration adhering to Council Policy 1.2.7 – Council Member Training and Professional Development, resulting in a ***Low*** risk being present.

Budget Implications

The Shire has allocated $40,000 in the 2024–2025 Annual Budget for Elected Members to complete training in accordance with Council Policy 1.2.7 – Council Member Training and Professional Development. The cost of the Diploma course including the credit for prior learning is $10,170 (noting that nationally recognised training is GST exempt). This cost can be paid upfront or split into two payments which can be paid over a period of two years. The Shire has spent $6,727.39 on Councillor Training this financial year leaving $33,272.61 in the Budget. It is recommended that the course fees be paid over two financial years to ensure there are sufficient funds available in the Budget for Elected Members to attend training. By splitting the payment, the Shire will pay $5,085.00 in the 2024–2025 financial year and $5,085.00 in the 2025–2026 financial year.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Approves Councillor Wendy Dickinson to complete Course One of the Diploma of Local Government commencing Monday, 10 March 2025 through the Western Australian Local Government Association.

2. Allocates the cost of the Diploma of Local Government over two financial years; being $5,085 in the 2024–2025 financial year and $5,085 in the 2025–2026 financial year.

5.2. Infrastructure Services

Item No.:	**5.2.1.**
Subject:	**Proposed Harvey Accessible Playground (and Fenced Dog Park) Masterplan – Further Report**
Proponent:	**Shire of Harvey**
Location:	**Shire of Harvey**
Reporting Officer:	**Acting Director Infrastructure Services**
Authorising Officer:	**Chief Executive Officer**
File No.:	**C073/00019**
Attachments:	1. Shire of Harvey Engagement Report [**5.2.1.1** - 9 pages] 2. Overall Master Plan [**5.2.1.2** - 2 pages] 3. Have Your Say Comments [**5.2.1.3** - 5 pages]

Summary

At the Ordinary Council Meeting held on Tuesday, 26 November 2024, it was resolved:

"That Council:

1. *Endorses the proposed Master Plan concept plan for the proposed Harvey Accessible Playground and associated works as shown in Attachment 4.*

2. *Authorises the Chief Executive Officer to advertise the proposed Master Plan to the community seeking their feedback for a period of 21 Days and provide a further report to Council at the conclusion of the advertising period."*

In addressing point Two of Council Resolution 24/236, Shire of Harvey (the Shire) Officers undertook a comprehensive community engagement process to seek community feedback. Details of that engagement are presented in the attached Shire Engagement Report (***Attachment 1***). This engagement included social media, letterbox drop and traditional print media campaigns encouraging residents to utilise the Shire's "Have Your Say" platform.

To ensure outreach to residents who may not engage online but are local to the development, the Shire distributed printed material through a letterbox drop to these residents at the households on:

- Uduc Road opposite Meriden Park
- Larsen Court
- Hinge Road
- Willmott Crescent
- Handley Road.

This report provides Council with a summary of the community feedback received including 16 responses received through the "Have Your Say" platform – 12 regarding the Harvey Accessible Playground and four responses regarding the Dog Park.

Background

Annual General Meeting of Electors – Tuesday, 27 February 2024

Ms. Ester Italiano presented the following motion:

> *"We propose that provisions be made in the upcoming budget of 2024–2025 for the Harvey Accessibility Playground as detailed in submissions to the Shire, received by councillors on Tuesday, 9 February 2024."*

Ordinary Council Meeting – Tuesday, 26 March 2024

Following the motion carried at the Annual General Meeting of Electors, a report was presented to Council regarding the proposed Harvey Accessible Playground. Council resolved:

> *"That Council:*
>
> 1. *Supports the establishment of an Accessible Playground in the Harvey Townsite.*
> 2. *Considers that the most appropriate location for this facility is Meriden Park as shown conceptually in Attachment 1.*
> 3. *Develops a concept Playground design, and estimated cost, that includes a number of appropriate play elements as requested by the community.*
> 4. *In liaison with community members explores grant funding opportunities and funding partner organisations to progress the potential establishment of an accessible Playground in the Harvey Townsite.*
> 5. *Considers allocating an appropriate contributory funding amount for consideration in the 2024–2025 draft Budget towards the development of an accessible playground.*
> 6. *Receives further progress reports on the proposal as required."*

Ordinary Council Meeting – Tuesday, 26 November 2024

A Notice of Motion was considered by Council at the November 2024 Ordinary Council Meeting where it was resolved:

> *"That Council noting the Forward Capital Works Program allocation of $250,000 for the Harvey Playground and Associated Infrastructure in 2026–2027:*
>
> 1. *In accordance with Section 6.8(1)(b) of the Local Government Act 1995 authorises expenditure of $250,000 for the installation of a toilet facility at Meriden Park, Harvey in the 2024–2025 financial year to service the Harvey Skatepark and proposed Harvey Accessible Playground.*
> 2. *Requests the Chief Executive Officer to identify a suitable funding source of $250,000 for consideration in the mid-year Budget Review."*

Previous Council Decisions relating to a new Playground in the Harvey Town Centre

At its Ordinary Council Meeting held in October 2012, Council considered a report on a proposal to investigate the feasibility of developing a new playground in the Harvey Town Centre. It was resolved that *"Staff continue to liaise with key stakeholders and present a further report on the proposal once additional information is available."*

At the Ordinary Council Meeting Held in May 2013, Council considered allocating funding in the 2013–2014 draft Budget for the development of a concept plan for a playground at Snell's Park in Harvey.

Funding for developing a concept plan for a playground at Snell's Park, including some contributory funding (subject to grant funding from Lotterywest) for the construction of a playground, was allocated in 2013–2014.

While this funding was carried forward in subsequent budgets, it was not carried forward beyond the 2020–2021 Budget. This was due to pending grant funding, and it was considered that Snell's Park may not be the most appropriate location for a playground given that the land is owned by the Public Transport Authority.

Comment

A draft concept design and proposed staging were present at a Concept Forum held on Tuesday, 24 September 2024. Elected Members who attended the Concept Forum were generally in favour of the overall proposal and staging. Shire Officers subsequently undertook various engagement processes and strategies in seeking community feedback on the proposed Harvey Accessible Playground and Fenced Dog Park Masterplan.

Those that engaged with and provided comments provided positive feedback and additional recommendations. The call for comment resulted in both informing and creating awareness of the project.

As part of the project development, Shire Officers negotiated a contract variation agreement with the Department of Communities to reallocate funding for a Changing Places Facility at the Leschenault Leisure Centre to Meriden Park. The variation was approved on Thursday, 9 January 2025. Officers have sought construction solutions and quotes for a combined Changing Places and Accessible toilet facility and are recommending a modular, prefabricated building. The chosen design incorporates a fully equipped Changing Place, two cubicle toilets and a Universal Access Toilet to service the Harvey Skate Park, and the proposed Accessible Playground and Dog Park.

Proposed Meriden Park Masterplan Implementation:

Stage 1 – 2024–2025

- Harvey Playground – Design, Site Works/Preliminary Works
    - Playground design, removal of car parking, import sand and form up and ‘hydra mulch. Budget Allocation: = $100,000.
- Dog Park:
    - Fenced Dog Park and associated path access drinking fountain/dog bowl. Budget allocation = $60,000.
- Car Parking:
    - Reconfigure / extend existing parking area.
    - Remove old car parking and make good in readiness for playground construction. Budget allocation (LRCI) = $170,000.

- Toilet Facilities:

    - Changing Places and Universal Access Toilet Facility.
      Estimated cost = $518,150 of which $170,000 is funded by Department of Communities (DoC) with the remainder from municipal funds.

Estimated Total Stage 1 Costs = $848,150.

Note: Funds for Stage 1 – Dog Park and Car parking implementation have been included in the 2024–2025 Budget. An allocation of $100,000 for the Playground Design is also included in the 2024–2025 Budget. Part of this allocation can be used for the playground's preliminary works in readiness for the playground construction (removal of car parking, import sand and form up, and 'hydra mulch').

In effect the progression of Stage 1, in this financial year, requires an additional $348,150 to be found for the project from the Shire's Municipal Funds. The previous funding allocation for the matching contribution for the project at Leschenault Leisure Centre is unable to be used at the Meridan Park location and will need to be found in the Shire's Municipal Funds during the Mid-Year Budget Review.

Stage 2 – 2025–2026

- Playground construction:

    - Construct an accessible playground including zip line depending on funding.
      Estimated cost = $930,000.

- Park 'hard and soft' landscaping:

    - Fencing around playground.
      Estimated cost = $60,000.

    - Paths.
      Estimated cost = $50,000.

    - Seating.
      Estimated cost = $15,000.

    - Shelter.
      Estimated cost = $35,000.

    - BBQ.
      Estimated cost = $15,000.

    - Landscaping/reticulation.
      Estimated cost = $55,000.

    - Drinking fountain.
      Estimated cost = $10,000.

Potential Total Stage 2 Costs = $1.17M.

Shire Officers continue to advocate for and investigate funding opportunities to support the development of Stage 2, being construction of the Playground.

Statutory/Policy Environment

Nil.

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 2:	*A safe, accessible and connected community where everyone has the opportunity to contribute and belong.*
Objective 2.7	*An active and healthy community.*
Goal 4:	*A liveable, sustainable and well-designed built environment that is accessible to all.*
Objective 4.1	*Playgrounds and parks are vibrant, accessible and well maintained.*

Community Engagement

Community Participation Goal

Consult: To provide the public feedback on analysis, alternatives and/or decisions.

The community has been consulted through the initial planning stages with the community and more recently with a 21-day consultation period through the Shire's "Have Your Say" platform.

Consultation will continue to occur through the continuing development and delivery stage of this project including the call for public tender for the playground in the 2025–2026 Financial Year.

Promise to the Community

Consult: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.

Officers have been consulting with various community members on this project. Once a decision of Council has been made, Officers will advise the community through the project working group and social media platforms of the Council decision

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/information**. The consequence could be ***Financial*** *or* ***Reputational*** if measures to improve safety and accessibility for the public are not considered. The Measure of Consequence is considered ***Minor*** and the Likelihood ***Unlikely***. The risk is mitigated by implementing appropriate improvements to protect the amenity of the community resulting in ***Low*** risk being present.

Budget Implications

Should Council support the Officer's Recommendation, the previously adopted Playground Replacement Program may need to be reviewed to allow funding for a potential new Harvey Playground facility. Given the age and condition of some of the existing playgrounds Officers recommend maintaining the existing Playground Replacement Program. Failing to support the program could increase the risk of playgrounds failing, leading to closures.

The estimated cost of a new playground at Meriden Park, including ground works, relocation of the existing parking area, toilet facilities and associated infrastructure and landscaping as shown is detailed in the table below:

Stage 1 2024–2025	
Harvey Playground - Site Works / Preliminary Works	$ 100,000
Dog Agility Park	$ 60,000
Meriden Park Car Park	$ 170,000
Changing Places and Universal Access Toilet Facility	$ 518,150
Total	**$ 848,150**
Additional Funding Requirement for Mid-Year Budget Review	**$ 348,150**
Stage 2 2025–2026	
Harvey Playground	$ 930,000
Associated Infrastructure - BBQ, Seating, Fencing, Landscaping	$ 240,000
Total	**$1,170,000**
Required Amendment to Forward Capital Works Program	**$ 530,000**

Potential funding options are being explored including, but not limited to, available State and Commonwealth grant funding opportunities, election commitments, partner organisation contributions, proceeds from the potential sale of underutilised freehold land and Municipal funding.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Endorses the proposed Meriden Park Masterplan, including Harvey Accessible Playground, public toilets, fenced Dog Exercise Area and associated works as shown in ***Attachment 2***.

2. Authorises Officers to commence Stage 1 of the project and seek funding for Stage 2 of the project.

3. Notes that:

    a) There is an amount of $348,150 to be reallocated at the Mid-Year Budget Review for Stage 1 of the Meriden Park Development for the Changing Place and Universal Access Toilet facility, which will be considered by Council at the February Ordinary Council Meeting.

    b) The progression of Stage 2 will be determined by available funding as well as the final playground configuration.

5.3. Sustainable Development

Nil.

5.4. Corporate Services

Item No.	**5.4.1.**
Subject:	**Payments December 2024**
Proponent:	**Shire of Harvey**
Location:	**Shire of Harvey**
Reporting Officer:	**Manager Finance**
Authorising Officer:	**Director Corporate Services**
File No.:	**FM/S/006**
Attachments:	1. Payments December 2024 [**5.4.1.1** - 21 pages]

Summary

A listing of payments for goods and services for December 2024 is provided as ***Attachment 1***. It is recommended that Council notes the attached payments.

Background

Pursuant to Section 5.42 of the *Local Government Act 1995* (Delegation of some powers and duties to the Chief Executive Officer), Council has resolved to delegate to the Chief Executive Officer (Delegation No: 2.2.1) the exercise of its powers to make payments from municipal and trust funds.

As a result of this delegation, there is a requirement under the Local Government (Financial Management) Regulations 1996, Regulation 13(3) for a list of payments to be prepared and presented to Council. With the inclusion of Clause 13A in the Local Government (Financial Management) Regulations 1996, a list of payments using the Shire's purchasing cards (fuel and store) has also been included.

Comment

The list of accounts paid for December 2024 is presented as an ***Attachment 1*****,** as summarised below.

Voucher		**Amount**
Schedule of Accounts		
Municipal	EFT 74864 – EFT 75364	$ 4,945,452.03
	117675 – 117682	$ 8,887.70
	DD27996.1 – DD28059.28	$ 216,483.01
CBA Credit Cards		$ 9,478.08
Electronic Funds Submitted		$ 1,771,105.64
Total		**$ 6,951,406.46**

Purchasing Card Payments included in the Municipal payments above

AMPOL Fuel Card	$ 1,385.13
BP Fuel Card	$ 5,350.95
Puma Fuel Card	$ 1,193.35
Coles Card	$ 2,153.99
Total	**$ 10,083.42**

Statutory/Policy Environment

Local Government Act 1995

- Section 5.42 – Delegation of some powers and duties of CEO

Local Government (Financial Management) Regulation 1996

- Regulation 13 – Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
- Regulation 13A – Payments by employees via purchasing cards

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 5:	*A representative leadership that is future thinking, transparent and accountable.*
Objective 5.3	*Accountable leadership supported by a professional and skilled administration.*
Objective 5.4	*Sound governance, including financial, asset and risk management.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

A report is brought to Council each month with an Attachment detailing all of the payments that were made in the month detailed.

Promise to the Community

Inform: We will keep you informed.

A report is brought to Council each month with an Attachment detailing all of the payments that were made in the month detailed.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. The Consequence could be ***Financial, Reputation or Compliance*** if the payments report is not reported accurately, timely or in the required format. The risk is considered ***Minor*** and the Likelihood ***Unlikely.*** The risk is mitigated by the Council receiving payments report on a monthly basis and a form that is accordance with the *Local Government Act 1995,* resulting in a ***Low*** risk being present.

Budget Implications

The payments listed above have been budgeted for in the Shire's 2024–2025 Budget.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council notes the list of accounts paid at ***Attachment 1*** for the period of December 2024 totalling $6,951,406.46.

Item No.	**5.4.2.**
Subject:	**Financial Statements as at 31 December 2024**
Proponent:	**Shire of Harvey**
Location:	**Shire of Harvey**
Reporting Officer:	**Manager Finance**
Authorising Officer:	**Director Corporate Services**
File No.:	**FM/S/006**
Attachments:	1. Monthly Financials December 2024 [**5.4.2.1** - 11 pages]

Summary

The Financial Statements as at 31 December 2024 are provided at ***Attachment 1.***

The following key balances are provided to assist in reporting the Shire of Harvey's (the Shire) financial performance.

	ACTUAL 31 December 2024	BUDGET 2024–2025	VARIANCE
Statement of Financial Performance			
Ordinary Revenue	$ 45,086,047	$49,037,395	$3,951,348
Ordinary Expenditure	$ 27,305,657	$57,403,257	$30,097,599
Capital Revenue	$ 1,528,920	$34,355,021	$32,826,101
Capital Expenditure	$ 7,401,170	$41,637,971	$34,236,801
End of Period Surplus/(Deficit)			$20,303,402
Statement of Financial Position			
Current Assets			$56,641,512
Net Assets			$833,196,844

It is recommended Council receives the Financial Statements (refer ***Attachment 1***).

Background

In accordance with provisions of Section 6.4 of the *Local Government Act 1995*, and Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity (refer ***Attachment 1***) reporting on the revenue and expenditure as set out in the Annual Budget under Regulation 22 (1)(d) for the month.

Comment

Rates Revenue

Rates revenue of $30.27 million and waste service charges of $6.10 million including the waste facilities maintenance rate were raised in July 2024. The due date for rates payment was 27 September 2024. Approximately 77.4% of the rates were collected by 31 December 2024 compared to 75.9% for the previous year.

Cash Flow and Interest Earnings

The Shire holds by way of cash and term deposits $17.4 million in Municipal funds and $33 million in restricted Trust and Reserve funds. The average interest rate on these funds is 4.9%. New term deposits are attracting an interest rate of approximately 5% for a term of 90 days.

Operating Grants and Subsidies

The Shire received $3.84 million as advance payment for Financial Assistance Grants 2024–2025 in the last quarter of the 2023–2024 financial year. Second instalment of Financial Assistance Grant 2024–2025 was also received in November 2024.

Employee Costs

These accounts include the first six months of the financial year. The Shire anticipates employee costs will remain in line with the Budget 2024–2025 and the Shire's Workforce and Diversity Plan.

Material, Contracts, Utilities and Other Expenses

Although these accounts only reflect the first six months of the financial year, it is anticipated the Shire will operate within its means and in line with the Shire's adopted Budget for the 2024–2025 financial year.

Capital Expenditure

The Shire has budgeted to spend $41.6 million on capital projects throughout the Shire in 2024–2025. Some of these projects include carry over projects from the financial year 2023–2024. Expenditure totalling $7,401,170 on capital works has been reported at the end of December 2024. As major projects are completed, and as the Shire is invoiced for these works, the level of reported expenditure will increase.

Attachment 1 provides the Financial Report for the reporting period which includes the following:

- Statement of Financial Performance by Directorates
- Statement of Financial Performance by Nature
- Statement of Financial Position
- Notes to the Statement of Financial Performance
- Total Municipal Revenue and Expenditure – Graph
- Statement of Cash at Bank – Loans
- Statement of Cash at Bank – Reserves
- Statement of Cash at Bank – Bonds and Deposits
- Statement of Cash at Bank – Trust
- Current Ratio – Graph
- Outstanding Rates – Graph
- Aged Debtors Summary – Graph
- Current Account Coverage – Graph
- Statement of Investments.

The Notes to the Statement of Financial Performance include additional information reported by Nature, identifying reasons for variances between budgets and actuals.

Statutory/Policy Environment

Local Government Act 1995

- Section 6.4 – deals with reporting requirements for Financial Reports

Local Government (Financial Management) Regulation 1996

- Regulation 34 – Financial Activity Statement required each month (*Act* Section 6.4).

Strategic Framework

The Shire's Strategic Community Plan 2021–2031, states:

Goal 5:	*A representative leadership that is future thinking, transparent and accountable.*
Objective 5.3	*Accountable leadership supported by a professional and skilled administration.*
Objective 5.4	*Sound governance, including financial, asset and risk management.*

Community Engagement

Community Participation Goal

Inform: To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.

A report is bought to Council monthly for Council and the public to view and be informed of the Shire's financial position.

Promise to the Community

Inform: We will keep you informed.

A report is bought to Council monthly for Council and the public to view and be informed of the Shire's financial position, and minutes are made publicly available.

Risk Management

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information.** The Consequence could be ***Financial, Reputation*** or ***Compliance*** if the financial statements are not reported accurately, timely or in the required format. The risk is considered ***Minor*** and the Likelihood ***Unlikely***. The risk is mitigated by Council receiving financial statements on a monthly basis and in a form that is in accordance with the *Local Government Act 1995* and associated Regulations, resulting in a ***Low*** Risk being present.

Budget Implications

Review of the monthly accounts aids in ensuring works and services are undertaken and the Shire operates within its adopted Budget.

Authority/Discretion

Executive: The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council receives the Financial Statements as at 31 December 2024 provided at ***Attachment 1.***

5.5. Community and Lifestyle

Nil.

6. Notice of Motion for Following Meeting

Cr. Carbone put forth the following Notice of Motion to be placed in the Ordinary Council Meeting Agenda for January 2025:

That the Shire of Harvey develop a local planning policy under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 to encompass a Renewable Energy Facility and Battery Storage.

7. Matters Behind Closed Doors

7.1. Executive Services

7.1.1 T012024 – Harvey Golf Club Expansion

Reason for Confidentiality as per *Local Government Act 1995*:

s.5.23(2)(c): "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."

s.5.23(2)(e)(iii): "a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government."

Item No.:	**7.1.1.**
Subject:	**T012024 – Harvey Golf Club Expansion**
Proponent:	**Shire of Harvey**
Location:	**Lot 5067 Myalup Road, Uduc**
Reporting Officer:	**Manager Special Projects**
Authorising Officer:	**Chief Executive Officer**
File No.:	**F/37/00166**
Attachments:	**Confidential Attachment 1**

Summary

Tender T012024 for the Harvey Golf Club Expansion closed on Thursday, 28 November 2024 and at the close of Tender, three submissions had been received.

Following a detailed assessment of the Tender submissions, the evaluation panel considered that one of the Tenderers represents good value for money for the Shire of Harvey (the Shire), for the reasons contained within ***Confidential Attachment 1***.

It is recommended that Council awards Tender T012024 as per the Officers' Recommendation.

Voting Requirements

Simple Majority

7.2. Infrastructure Services

7.2.1 T122024 – Reconstruction of Leschenault Recreation Park Oval Two – Australind

Reason for Confidentiality as per *Local Government Act 1995*:

s.5.23(2)(c): "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."

s.5.23(2)(e)(iii): "a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government."

Item No.:	**7.2.1.**
Subject:	**T122024 – Reconstruction of Leschenault Recreation Park Oval Two – Australind**
Proponent:	**Shire of Harvey**
Location:	**Lot 42 Leisure Drive, Australind**
Reporting Officer:	**Acting Director Infrastructure Services**
Authorising Officer:	**Chief Executive Officer**
File No.:	**T122024**
Attachments:	**Confidential Attachment 1**

Summary

Tender T122024 for the Reconstruction of Leschenault Recreation Park Oval Two – Australind was advertised on Wednesday, 27 November 2024 via the Shire of Harvey's Tenderlink e-tendering website. At the close of Tender on Monday, 16 December 2024, two Tenders were received.

Tenderers were advised that the Shire of Harvey (the Shire) was calling Tenders to appoint a Contractor for the Reconstruction of the Leschenault Recreation Park Oval Two – Australind. Following a detailed assessment of the two compliant Tender Submissions, the Tender Evaluation Panel (the Panel) considered that one of the Tenderers represented the best value for the Shire's project.

Both Tenders came in over the allocated budget.

It is recommended that Council awards Tender T122024 as per the Officers' Recommendation.

Voting Requirements

Simple Majority

8. Closure of Meeting